

Job Title: Director of Transportation
Reports to: Executive Director of Finance & Operations
Work Schedule: 8.0 hours per day - 260 days per year (includes 28 vacation days and 12 holidays)
Salary: Salary Schedule #A – Administrator 2 – Director 2

Job Summary:

This position is responsible for planning, directing, coordinating, and overseeing all functions pertaining to the planning and direction of the operations and maintenance of the Transportation Department; including, but not limited to, assuring safe and efficient pupil transportation, personnel management, equipment and facilities, safety, planning, scheduling, budget preparation/administration, state reports, supervises shop operations, and bus/motor pool personnel. This position requires strong proven abilities in organization and leadership and excellent demonstrated skills in human relations.

Minimum Qualifications:

- Associate's degree and/or Central Washington University Transportation Management Certification
- A minimum of five (5) years of experience in a public school transportation system
- Current school bus driver instructor certification with a minimum of two (2) years of training experience
- Two (2) years of successful supervisory experience
- Valid Washington State driver's license including Class B and Commercial with appropriate endorsements and evidence of mobility
- 1st Aid & Adult/Child CPR training
- High School diploma or equivalent
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provides vision, long-term planning and supervision for the Transportation Department
- Provides direction, leadership and planning for the department consistent with district policy and goals
- Advises cabinet on policy issues related to transportation operations and implementation of educational proposals, including operational and financial impacts on desired results in serving students
- Facilitates a positive climate of motivation and teamwork within the Transportation Department.
- Develops training and provides for professional development for all transportation staff
- Supervises the development of safe and efficient bus routes and stops, including special education transportation within and out of the District, McKinney-Vento routes, and other specifically designated routes
- Selects, manages, and evaluates personnel in the Transportation Department including drivers, dispatchers, secretaries, transportation specialists and mechanics
- Develops, recommends, and monitors budget for the District's Transportation Department
- Maintains regular, effective communication with the superintendent
- Plans and develops regular training programs for all transportation employees; maintains standardized record keeping and report system for all school bus drivers' training and licensure requirements
- Administers and monitors Federal drug/alcohol program for the CDL license holders
- Prepares all state reports, as required
- Maintains supervisory systems and procedures to ensure all required licenses, endorsements and certificates for employees are current
- Recommends the purchase of transportation-based road vehicles
- Maintains a proactive Student Management Program. Develop and supervise, in cooperation with principals, a system for maintaining acceptable student behavior standards on school buses
- Maintains open and responsive communication with parents, community members and district staff

- Develops long- and short-range plans for the purchase and upkeep on needed equipment
- Works as a team member in the negotiation process with the classified employees bargaining unit; recommends contractual changes to ensure efficient operations
- Monitors road conditions during inclement weather and recommends modifications as needed
- Conducts accident investigations and supervises accident reporting to appropriate agencies and supervisors
- Participates in professional growth and leadership activities
- Interacts daily with drivers, other transportation staff, students, parents, administrators, public safety agencies and the public
- Serves as spokesperson for the District Transportation Department at various community and district meetings, as directed or required
- Ensures that the maintenance system and repair for all district road vehicles is operational and efficiently managed
- Ensures compliance with state and federal regulations
- Fosters and maintains positive public relations with District staff and patrons; attend District and community meetings to address transportation concerns and/or provide information, as needed; resolves and/or refer issues, as appropriate.
- Provides District and community with information concerning routes, stops, schedules, loads, safety factors, and rules and regulations governing transportation
- Conducts conferences with parent/driver/staff as needed to resolve concerns
- Participates on District committees (for Transportation Department), as needed
- Maintains daily communication with drivers and other employees; enthusiastically promotes team building and positive morale building; participates as an active member in conflict resolution and problem solving
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Ability to maintain a high degree of confidentiality
- Ability to maintain high ethical standards
- Knowledge of pupil transportation rules and regulations
- Ability to maintain accurate records and complete forms and essential paperwork
- Knowledge of safety standards, laws, regulations, policies, and procedures related to student transportation
- Knowledge of supervisory principles and practices
- Ability to maintain confidential material and information
- Ability to read and interpret maps
- Ability to manage crisis situations
- Ability to diffuse volatile situations; experience in conflict resolution
- Demonstrated proficiency in written and oral communication
- Knowledge of accounting and budgetary principles and practices
- Ability to observe, monitor and evaluate employee performance
- Knowledge of investigative procedures
- Ability to take initiative, work independently, and effectively manage multiple projects with conflicting deadlines and/or priorities
- Ability to exercise sound decision-making skills
- Proficient knowledge and experience operating a personal computer and applications in word processing, spreadsheet, database, and presentational software
- Training and applied knowledge of computerized routing. VersaTrans preferred
- Knowledge of diverse academic, socioeconomic, cultural and ethnic backgrounds of the community's citizens

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Environment is a fast-paced office with constant interruptions in which one must deal with angry and distraught parents, public, and staff members and be surrounded by a high-level of

noise and disruptive sounds; may be exposed to diesel, gas, and welding fumes, dust, chemicals, oil, grease, and high temperatures (i.e. running engines).

Evaluation:

This position shall be evaluated periodically by the Executive Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed March 2010.
Job description revised December 2012.
Job description revised November 2017.
Job description revised July 2018.